

SECTION E: LEAD CLINICAL STAFF RESPONSIBILITIES

- ☐ Meet Lead Clinical Staff qualifications.
- ☐ Confirm that personnel providing RS meet minimum training requirements of DDSN
 - ☐ Basic qualifications
 - ☐ Additional in-service training as appropriate
 - ☐ Maintain documentation
- ☐ Coordinate with Service Coordinator/Early Interventionist
 - ☐ For referrals
 - ☐ Confirm treatment plan is consistent with need stated in assessment data
 - ☐ When appropriate, obtains a copy of the plan developed by SC or EI for RS record
 - ☐ Confirm STS is updated re: RS
- ☐ Participate in the development and periodic review of the treatment plan
 - ☐ Assessment of consumer strengths and needs
 - ☐ Prepare the consumer record
 - ☐ Obtain Medical Necessity Statement
 - ☐ Schedule and conduct annual planning meeting
 - ☐ Develop initial and annual treatment plan
 - ☐ Conduct and document six (6) month review of treatment plan
 - ☐ Amend treatment plan as needed/document appropriately
- ☐ Provide on-site supervision to determine
 - ☐ Services are delivered in a safe, efficient manner
 - ☐ Services are delivered in accordance with accepted standards of clinical practice
 - ☐ Services conform to service description in terms of
 - ☐ Activities of consumer
 - ☐ Involvement of staff in delivery of services
 - ☐ Consumer's overall health status
 - ☐ Status of consumer's community living skills
- ☐ Meet with staff to provide supervision of
 - ☐ Administrative Issues
 - ☐ Chair staff meetings/maintains record of meetings at least monthly
 - ☐ Provide individual case consultation to assure delivery of quality services
 - ☐ Review service notes to confirm they are accurate and complete
 - ☐ Maintain administrative record
 - ☐ Review completed Report of Services Provided and Monthly Progress to assure accurate and timely reports of progress and service delivery
 - ☐ Complete/Review completed Invoice for Individual Rehabilitation Supports Provided
 - ☐ Give and receive needed staff development
 - ☐ Consumer treatment issues
 - ☐ Confirm service notes are accurate, complete and timely
 - ☐ Consultation for necessary amendments to treatment plan
 - ☐ Confirm goals, objectives, activities are pertinent to the progress of the consumer